

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

August 9, 2017

Benefits Administrator Training Schedule

Health Benefits Administration – Active Employees

This two-day course is designed for agency human resources professionals, health benefit administrators and payroll employees whose job responsibilities require specific and detailed knowledge of the State Health Benefits Program for active employees. The course provides a review of policies and procedures, including the Flexible Benefits Program. It also provides a brief overview of the Benefits Eligibility System (BES).

Dates and Locations:

September 11 & 12, 2017

8:30 am – 4pm

The POD: James Monroe Building

6th Floor, 101 N. 14th Street, Richmond, VA 23219

Instructor: Kevin M. Johnson

October 16 & 17, 2017

8:30 am – 4 pm

The POD: James Monroe Building

6th Floor, 101 N. 14th Street, Richmond, VA 23219

Instructor: Kevin M. Johnson

Health Benefits Administration – Retirement/LTD/COBRA

This one-day course is designed for the human resources or payroll professional that is responsible for the administration of an agency's health benefits program. This course focuses on the State Retiree Health Benefits Program (which includes LTD participants and Survivors) eligibility and enrollment procedures and provides an in-depth review of Extended Coverage. Also included is an overview of the State Health Plan's HIPAA Privacy Policy.

Dates and Location:

September 21, 2017

October 26, 2017

8:30 am – 4 pm

The POD: James Monroe Building

6th Floor, 101 N. 14th Street, Richmond, VA 23219

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.